

HERITAGE PRESERVATION REVIEW BOARD
INFORMATION SHEET

2017

The Heritage Preservation Review Board holds a public hearing at 7:00 p.m. on the third Monday of the month, unless altered by a holiday schedule. Work sessions are held at 7:00 p.m. on the Wednesday prior to that meeting. Meetings are held in the Herndon Council Chambers Building located at 765 Lynn Street, Herndon, Virginia.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to ensure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 22, 2016	January 18, 2017	January 23, 2017
January 27, 2017	February 22, 2017	February 27, 2017
February 17, 2017	March 15, 2017	March 20, 2017
March 17, 2017	April 12, 2017	April 17, 2017
April 14, 2017	May 10, 2017	May 15, 2017
May 19, 2017	June 15, 2017	June 19, 2017
June 16, 2017	July 14, 2017	July 17, 2017
July 21, 2017	August 16, 2017	August 21, 2017
August 18, 2017	September 13, 2017	September 18, 2017
September 15, 2017	October 11, 2017	October 16, 2017
October 20, 2017	November 15, 2017	November 20, 2017
November 17, 2017	December 13, 2017	December 18, 2017
December 21, 2017	January 17, 2018	January 22, 2018

To view additional information and confirm meeting dates, please visit the Town's web page at www.herndon-va.gov.

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.